

The Tennessee Suicide Prevention Network Administrative and Fiscal Agent – Back-Office Support

Announcement of Funding: Q & A

1. In the spirit of allowing proposer due diligence, will the state share the current TSPN contract budget, the two TSPN Federal Contract budgets and the actual P & L for other miscellaneous TSPN revenues & expenses? Attachment C of the Announcement of Funding includes an example budget for the TSPN. TSPN currently receives \$913,930 in reoccurring state dollars and an additional \$90,000 in federal block grant dollars. Federal dollars are not guaranteed and may fluctuate based on project needs and funding availability. Currently, TSPN is allocated \$190,000 for Connect2 and \$89,000 for Target2 in order to meet the training goals of each grant.
2. Does the Fiscal Agency vendor's main offices have to be located in Middle Tennessee? The AOF does not specify a preferred primary office location for the fiscal back-office support agency.
3. What level of autonomy does the Department seek for TSPN? The department seeks to ensure the TSPN remains an independent network of volunteers, clergy, mental health providers, law enforcement as well as survivors of suicide and suicide attempts that serves at the direction of the TSPN Advisory Council and the TDMHSAS. Attachment E provides an organizational chart with a dotted line between the Administrative Support Agency and the TSPN Executive Director. This dotted line indicates that the support agency is responsible for delivering administrative tasks to the TSPN (as described in Section 2.4) but on-going development of the TSPN and its staff are the responsibility of the TSPN Executive Director.
4. Is the current Fiscal Agent eligible to apply to be the next fiscal agent? Yes.
5. Will the state furnish proposers the current Scope of Services? The current Scope of Services was included in the AOF as part of Section 2.4 but will be more formally developed after a selection is made. Please note that TDMHSAS reserves the right to make changes to the scope of services as deemed necessary before issuing the final Grant Contract.
6. Will the successful bidder be able to start the Executive Director search before the contract start date? Yes, with TDMHSAS involvement. However, funding to support search efforts and/or the position will not be available until the grant contract is fully executed.
7. Does the fiscal agent need a dedicated staff person to perform IT & Website functions or can the agency contract for those services? The agency is responsible for providing IT support as specified in Section 2.4 of the AOF. This support may be subcontracted if the subcontract is provided and approved by TDMHSAS at the time the grant contract is executed.
8. May a 501c 6 non-profit association apply for the grant? Yes.
9. May we have total salary amount for all of the current positions as I understand everyone will remain with their current salary and in order to build a budget, we would need that information. Attachment C of the Announcement of Funding includes an example budget broken by contract

budget category. The current salary amounts are listed below. Historically, when and where feasible/appropriate, raises were based on performance evaluation outcomes.

Executive Director: \$80,000

Data: \$40,000 (partial funding with federal Connect2 grant funds not reflected/currently pending AOF announcement)

Middle TN: \$32,000 (partial funding with federal Connect2 grant funds not reflected/currently pending AOF announcement)

Northwest: \$46,000

Northeast: \$45,000

East TN: \$45,000

South Central: \$45,000

Southeast: \$45,000

Southwest: \$45,000

Memphis: \$45,000

Zero Suicide Coordinator: Funded with Federal Grant

10. What is the amount of the SAMHSA grant and the specifics on how that is to be utilized? Does this require reporting to SAMHSA – frequency of reports and details of such reports. Currently, TSPN is allocated \$190,000 for Connect2 and \$89,000 for Target2 in order to meet the training goals of each grant. This requires monthly reporting to TDMHSAS who is responsible for reporting on behalf of all federal grant partners to SAMHSA.
11. Given TSPN's administrative and fiscal oversight has been located in Middle Tennessee, is there a preference or priority for oversight to remain in Middle Tennessee? The AOF does not specify a preferred primary office location for the fiscal back-office support agency.
12. On Page 5 of the AOF, first paragraph / 4th line: responsible for "General Office Support" – could you give examples of duties this currently involves. General Office Support could be a very wide requirement. Also, I assume this is General Office Support for not only the main TSPN office location, but for all Division Directors locations too? Who would determine in the on-going contract what constitutes "General Office Support"? Section 3.2 provides additional details regarding the expected Administrative Support Design, including general office support.
13. Page 16: Does the contract require under "Salaries, Benefits & Taxes" for salaries and benefits to remain the same (are any employees under contracts?). Could a list of salaries and benefits be provided? An additional question on salaries and benefits – would the contract expect for TSPN staff to be integrated into their Benefit packet and would TSPN or the host agency set such things as PTO/ vacation/sick days/observed holidays? Also, what are the duties of the "Data Director" on staff? At this time, none of the TSPN staff are contracted. Yes, the TSPN staff would be integrated into the Benefit Package of the contracted back office support agency. Yes, the contracted back office support agency

would set PTO/vacation/sick days/observed holidays but it should not result in a substantial reduction of current benefits for TSPN staff.

Duties and responsibilities of Data Director include but are not limited to, oversight of TSPN internal data and external reporting of outcomes, preparing reports as necessary and required by all grants, and coordinating directly with grant funders and TSPN Executive Director, to these aims.

14. On Page 16: Professional Fees: Is this for services such as audits, legal, etc. could you give current examples of such costs and areas. Funds allocated to this category in the TSPN Estimated Budget are supporting contract services for payroll processing fees and annual audit fees related to the contract. Professional fees may include any outside professionals, consultants, subcontractors, or subcontracting agencies including but not limited to: pro-rated costs of background checks for staff and volunteers, independent fiscal and audit fees, interpretation and translation services, subcontract staff (i.e. therapist), if applicable. If a portion of the contract's scope of services or a portion of the grantee's deliverables will be performed by an entity that is not a party to the contract, then a subcontract is needed. TDMHSAS program staff must give written pre-approval to provider before beginning any subcontract work. The provider is responsible for maintaining documentation of this prior approval and certain clauses must be contained in the subcontract between the provider and the third-party.
15. On Page 16: Supplies, Telephone, etc.: Could we have a copy of recent costs related to each? Is phone (land line) only for TSPN main office or for each Divisional Office. I would like to the occupancy cost broke down as to main office and divisional offices. Also, under equipment – currently costs of such equipment and if equipment is owned or leased on contract (any on-going contracts for services if so length of agreements?). TSPN regional staff are utilizing locations that are housed with other community providers through agreements between the current fiscal and administrative agent and the other community providers. Please include in your budget to accommodate.
16. On Page 16: Insurance- what is covered under this \$3,450? I assume the host agency would be responsible for liability, worker's comp, property coverage. Yes. Insurance costs (line 14) may include the TSPN expenses for liability insurance, property insurance, fidelity bonds, and other insurance. Employee-related insurance is not typically captured in the Insurance budget category, as those costs are typically included in Benefits and Taxes budget category (line 2). Property and vehicle insurance may be included in Insurance (line 14), but only if it is NOT already included in budget lines 5-10, or 11, 12.
17. Indirect Cost (Administrative Cost): Is this section on a "Reimbursement Type" contract? Would it require each time a staff member of the host agency worked with / consulted with or was doing work on behalf would have to keep a detailed time sheet – i.e.: listing 15 minutes here, 5 minutes on phone, etc.?? Or could this be a monthly "general operating expense consideration? Indirect cost is a % of the monthly direct cost and derived from the approved cost allocation plan. This can be a state or federally approved plan. Timesheets are not required for this cost as indirect costs reflect the costs of running the office and

administration. The Indirect Costs would need to be reflected as part of the agency's cost allocation plan. The selected agency would be limited to utilizing 10% or less of the total grant funds provided annually for the indirect costs associated with sustaining the TSPN staff and providing the administrative and fiscal back office support of the TSPN. Note that host agencies are not required to budget 10% for indirect costs (i.e. may budget less than 10%), and that remaining funds can be placed elsewhere in the proposer's budget.

18. Could copies of financial reports related to the operation of TSPN in the last year be made available as to be able to see where the actual cost incurred under the above items and more that are included in the AOF that would be the responsibility of the host agency? TDMHSAS believes that the information provided in the AOF Attachment C should provide proposers the information needed to construct a comprehensive budget. TDMHSAS will not be providing information beyond what is available on the Comptroller's website.
19. Is the Advisory Council the deciding body as to contract obligations with TDMHSAS, programs and operations that the Executive Director and Administrative Support Agency is tasked to carry out and be responsible for reporting, etc. Basically I know the TDMHSAS is the guiding and deciding authority based upon an agreed contract, my question is in the day-to-day operations and guidance – who answers to who – for an organization to be effective, I believe there has to be the “buck stops here” – my question is what body assumes that authority and responsibility. All TSPN staff are the responsibility of the TSPN Executive Director. The TSPN Executive Director reports to the Administrative Support Agency, who makes decisions in collaboration with both the TSPN Advisory Council and TDMHSAS.
20. I would like to ask if there is any pending or discussed legal situations that might arise from past operations of TSPN that could impact a future host agency. This is important as a host agency, as I read the contract, is responsible for legal fees and although might not be the host agency involved at the time, the new host agency could be brought into such litigation that would require time and costs not appropriated within this contract. Any “pending or discussed legal situations” would continue to reside with the current host agency. The future host agency would be responsible for responding to any future legal situations (effective July 1, 2020) as one would with any current programming the new host agency may operate.